

03-07

To: **ALL FLIGHT PERSONNEL**

Re: **AFTP Requirements**

It has been reported that some individuals are abusing the AFTP time block. For this reason aircrews are reminded of the following:

- AFTPs consist of (4) hour blocks of time.
- Each person must sign in and out for the AFTP at the operations desk.
- Aircrews must be in proper uniform at sign-in.
- The time placed in the block will be the time on the wall clock.
- ASET AFTPS consist of (4) hours in the ASET room. Completion of an ASET module does not constitute a full AFTP period.
- Ground school AFTPs must be completed in the classroom or in the flight planning room with an IP or UT while undergoing RL progression.
- Support AFTPs are to be used in *support* of facility activities and events. Approval of the support AFTP should be attained prior to commencing the period. Approval is at the discretion of the Operations Officer.

Please do not place the Operations staff in a compromising position by requesting that they sign off a past or future time on the AFTP log. AFTP entries made with no accompanying sign-offs will not be processed. If you are not signed in or out your pay will **not** be processed. Insist that the Operations staff make the proper entries.